

Right-Click Shortcuts in Circulation

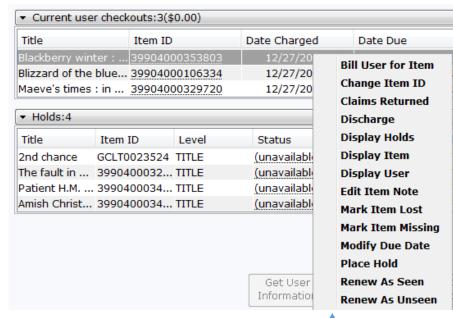
Ever tried right-clicking on items in CheckOut or CheckIn? You may find this shortcut to be very useful. Let's take a look at these shortcuts and what you can use them for.

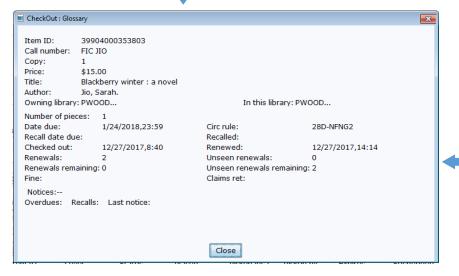
In the CheckOut wizard:

- 1. Open the CheckOut Wizard and bring up a patron. If that patron has items checked out or items on hold, they will display towards the lower part of the screen.
- 2. You can choose any of these items and right click anywhere on the row.

3. A list of quick actions for that item will appear.

- 4. Now, right from CheckOuts, you can renew an item that is already checked out, start a claims returned process, modify the due date, or discharge the item the item if the patron brought it to the desk to return, as well as many other options.
- Additionally, left-clicking on the underlined Item ID or status will bring up a popup with item details, such as whether there is a hold on it, and how many renewals the patron has already had.

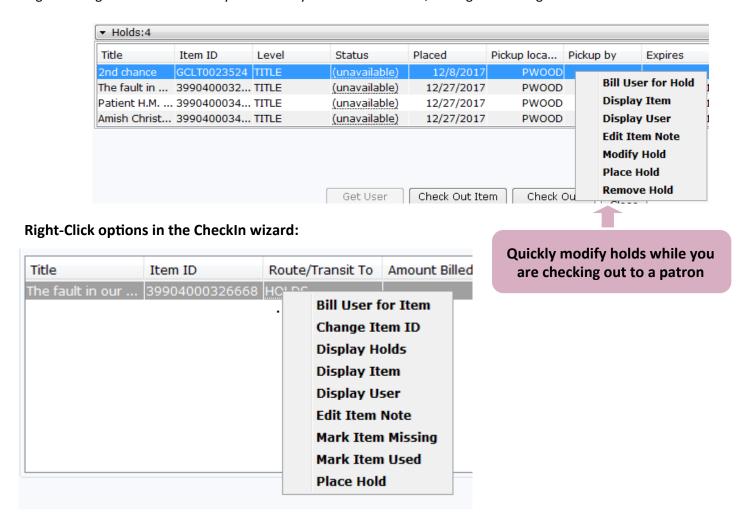




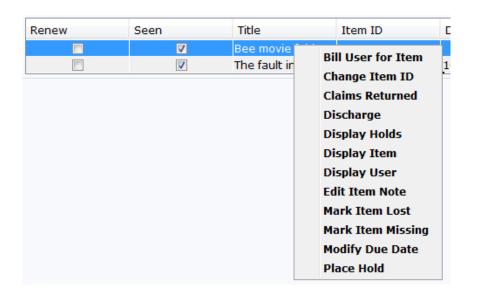
Right-click anywhere on the item row

Left-click on the underlined part of the item

Right clicking on a hold will allow you to modify or remove the hold, among other things.



Right-Click options in the Renew User wizard:



Play around with where you can right-click! It might allow you to complete a patron interaction all in one wizard instead of bouncing around.